

The Road to Success

Coordinator 101

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Disclosure

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Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Learning Objectives



Identify effective techniques to increase communication, connectivity, and team-building practices



Identify methods to increase communication with treatment and ancillary service providers



Increase community outreach strategies to engage with the community, alumni, and peer supports



Increase efficiency and effectiveness in day-to-day tasks

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What is your role on the team?

① Start presenting to display the poll results on this slide.

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How long have you served in your current role?

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Expectations



Problem Solver



Mind-Reader



Referee



Multi-Tasker



The Glue that holds everything together

Court Coordinator

/kort koh-awr-dn-ey-ter/ [noun]

1. expert problem solver
2. amazing at juggling many activities at any given point
3. wizard-level organizer

📌 *See also: case worker, probation officer*

THTW Key Component I: Individual and Community Healing Focus

Coordinator role in procedure and policy



- Education
- Policies
 - Mission and Goals
 - Eligibility Criteria
 - Operating Procedures
 - Performance Measures
- Team Roles and Preventing Turnover

THTW Key Component 2: Referral Points and Legal Process

Coordinator role in participant admission

- Case Flow Assistance
 - Best outcomes when entering a court in 2 months or less
 - Non-adversarial approach
 - Determine how the case is processed
 - Cases coming from Adult Criminal Tribal Court
 - Cases coming from State Criminal Court



THTW Key Component 3: Screening and Eligibility

Coordinator role in screening and eligibility



- Ensure the team is following:
 - Legal Eligibility
 - Clinical Eligibility
- Ensure legal advocate/defense understand program requirements

THTW Key Component 4: Treatment and Rehabilitation

Coordinator role in ensuring treatment involvement



- Collaborative relationships with treatment providers on team or full agencies
 - Understand treatment services
 - Tour facilities and ask treatment team members/liaisons for insight
 - Peer support integration with treatment
- Use integrated case plans that incorporate cultural/traditional components

THTW Key Component 5: Intensive Supervision

Coordinator role with supervision requirements



- Do the participants know what is expected of them for testing?
- Does the program have what they need for testing?
- Do all team members understand testing policy and results?

THTW Key Component 6: Incentives and Sanctions

Coordinator role with rewards and consequences



- Keep all responses focused on what treatment indicates is a proximal, distal and managed goal for each participant
- Track all sanctions, incentives and service adjustments to ensure graduated responses and increased incentives in earlier phases
- Make sure that learning assignments delivered match each participants cognitive and educational skills

THTW Key Component 7: Judicial Interaction

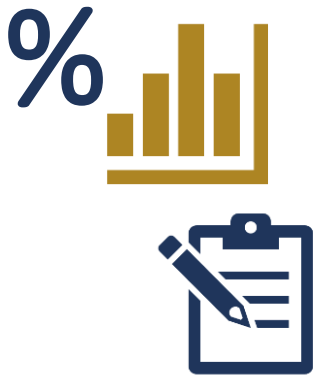
Coordinator role in supporting the judge



- Help the judge obtain updated training on substance use and mental health issues
- Ensure the judge has the information needed to interact effectively with participants in court
- Arm the judge with local resource knowledge for when things arise during judicial interactions

THTW Key Component 8: Monitoring and Evaluation

Coordinator role in program evaluation



- Track participant recidivism, program and outcomes
- Independent evaluator interviewing
- Team education on timely and accurate data collection
- Utilize data for program evaluation and community education

THTW Key Component 9: Continuing Interdisciplinary and Community Education

Coordinator role in training and education



Outcomes are better when team is informed and trained in best practice standards

- New team member orientation/court observation
- Annual training curriculum and lunch and learns (CLEs/CQEs if possible)
- Team retreats for connection, building trust

Resources

[Your Logo Here]

Sample New Staff Orientation Sheet for Treatment Court

Welcome to your new role with Treatment Court. Please complete the following check-list to learn about treatment courts and how your role on the team can positively change lives.

- Received/Read the Policy Manual
- Received/Read Participant Handbook
 - o Understand the Phase Structure & Phase Requirements
- Register for the NADCP E-Learning Center and Complete the Essential Elements of Adult Drug Courts online training [http://www.ndci.org](#)
- Review the National Drug Court Resource Manual NDCRC is your resource for all things treatment courts
- Review the Courses on Treatment Court
 - o NDCI Training Videos
 - o Role of Probation Officer
 - o Building Capacity
 - o Trauma Informed Care
 - o Role of Defense Attorney
 - o Role of Treatment Provider
 - o Moral Reckoning
 - o Drug Use and Addiction
 - o Incentives & Sanctions
 - o Role of the Prosecutor
- Review the Following NADCP Publications
 - o Adult Drug Court Best Standards <https://www.ndci.org/resources/publications>
 - o Targeting the Right Participants for Treatment <https://www.ndci.org/wp-content/uploads/Targeting-the-Right-Participants-for-Treatment.pdf>
 - o Behavior Modification 101 for Drug Courts <https://www.ndci.org/wp-content/uploads/Behavior-Modification-101-for-Drug-Courts.pdf>
 - o Sanctions <https://www.ndci.org/wp-content/uploads/Sanctions.pdf>
 - o Six Steps to Improve Outcomes for Adult Drug Courts <https://www.ndci.org/wp-content/uploads/Six-Steps-to-Improve-Outcomes-for-Adult-Drug-Courts.pdf>
- Sign Up for the Latest Trainings, Publications and Newsletters. Visit www.ndci.org for more information.



AGREEMENT between (list all organizations involved)

The parties to this Agreement endorse the mission and goals of safety, ensure participant accountability, and reduce the cost of substance/alcohol use disorders, trauma, and mental and physical health care. The parties recognize that for the goal of successful cooperation and collaboration must occur within a

The parties to this Agreement understand that the confidential records are protected under Federal regulations; Confidentiality requirements.

Improve the lives of participants with substance use disorders in the management of intensive supervision, alcohol and drug treatment, mental health management services with criminal justice system processing.

The parties agree that the program will follow the 10 Key Components and will work cooperatively. They are:

1. Drug courts integrate alcohol and other drug treatment services with criminal justice system processing.
2. Participants' due process rights.
3. Eligible participants are identified early and promptly placed in the program.
4. A coordinated strategy governs drug court responses to participants.
5. Ongoing judicial interaction with each drug court participant.
6. Continuing interdisciplinary education promotes effective operations.
7. Forging partnerships among drug courts, public agencies and other community-based organizations promotes drug court effectiveness.

INDIVIDUAL AGENCY RESPONSIBILITY

Treatment Court Judge

The Judge will ensure a cooperative atmosphere for all treatment providers to stay focused on the task of providing the best possible outcomes for participants.

Judges will ensure the integrity of the treatment court's policies and procedures.

Judges will participate as an active member of the treatment court team.

Judges will assist in motivating and monitoring the progress of participants and will ensure that the treatment court team has the information from the treatment court participants.

THTW Component 10:

Team and Community Interaction

Coordinator role in team and community



- Expand services available to the THTW program (drug testing, case management, ancillary services, and third-party contracts for treatment)
- Honor intergovernmental agreements between tribes and states for joint share provisions (court, probation, law enforcement)
- Establishing relationships between the team, service providers, payers and the community
 - Share stories of graduation and successes
 - Share stories of challenges
 - Informational meetings, outreach events, media
 - Steering committees

Pre-Court Team Meeting



Coordinator role in team meeting- ask yourself?

- Is everyone at the table that should be?
- Is everyone talking?
- Are team members maintaining/staying in their role?
- Does the judge have the information they need?

Status Review Hearings

Coordinator role in court

- Keep processes moving
- Leaning on team readiness to help
- Encouraging community presence in the courtroom
- Foster a trauma-responsive environment for participants
- Ensure culture and respect is observed

Coordinator Community



- Support one another
- Collaborate with each other
- Use your whole teams
- Accept help from your communities

Wrap up:



Identified effective techniques to increase communication, connectivity, and team-building practices



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Increased community outreach strategies to engage with the community, alumni, and peer supports



Increased efficiency and effectiveness in day-to-day tasks

Q&A



Thank you!



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